

SCOPE OF WORK/SERVICES RESIDENT SCREENING

The Contractor will provide the DHC with credit, nationwide criminal history and eviction reports for all DHC “Applicants” and only nationwide criminal history for all “Residents” and will perform related services in accordance with the terms and provisions of the RFP and the Agreement for Services. The DHC estimates it will require approximately 400 consolidated reports for applicants per month for each Head and Co-head of household. The DHC estimates it will require approximately 300 nationwide criminal history reports for residents on a monthly basis. A consolidated report shall consist of one credit report, a nationwide criminal history report and one eviction report on approximately 200 other adult household members per month, including nationwide criminal record report for minors 14 – 17 years of age convicted as adults.

The Contractor will provide all credit or eviction reports about occurrences during the previous three years. Reports of criminal history shall not be limited. Upon request, Contractor will contact designated landlords and obtain information and references on an as-needed basis, in accordance with an established reference form. The DHC estimates 400 landlord references will be required on a monthly basis.

The Contractor represents that it is qualified to perform the subject services and has obtained all requisite licenses and permits to perform the services. The Contractor’s services shall include, but not be limited to, the following:

1. Establish a preliminary reporting format with the DHC in order to insure that reports and other information relevant to said reports are forwarded to the DHC in an efficient and expedient manner.
2. Request and provide Applicant/Resident Background check reports from at least one of the national credit reporting bureaus on applicants/residents for DHC public housing as requested. Each report shall include:
 - a. At minimum, a credit summary for each identified applicant/resident listing all outstanding debts;
 - b. The age of each debt, and the sources of each debt; and
 - c. The Respondent should be able to specify which credit bureaus they contacted to prepare the report and include the agency’s name and address who responded and include their applicant’s/resident’s background check findings. The report should provide a list of all addresses on record for the identified applicant for the past three years, including the dates during which the applicant resided at each address.
3. Research and compile reports of evictions on applicants for DHC public housing as requested. The reports should identify:

- a. Any eviction process initiated for each head and co-head applicant, even if no judgment resulted, and should include the submission of eviction documents or sufficient information to enable the DHC to access them (address and date of eviction, summary process number, etc.).
 - b. Summarize process actions as well as expedited evictions for serious matters such as possession of illegal drugs.
 - c. Eviction data for all Michigan courts and, to the extent feasible for other jurisdictions.
 - d. A listing of all addresses where eviction proceedings took place as well as available landlord information for these addresses (name, address and telephone number). On an as-needed basis, contacts designated landlords upon request and obtain completed landlord references in accordance with the detailed landlord reference form on a case-by-case basis. Report any landlords unable to be contacted and provide a report indicating all attempts made to contact landlords and reasons for the inability to obtain a reference. Upon request, Contractor will seek landlord contact information (name, address, telephone number) through independent means when the information provided is no longer current. Upon returning a completed reference, Contractor will ensure that the landlord's address and telephone numbers are current and accurate.
4. Research and compile reports of criminal convictions and pending charges against applicants in Michigan courts and, to the extent feasible, in courts of other states and jurisdictions. The Criminal Record Check Services should include reports of complete criminal records for all applicants and other adult household members of the applicant including household members 14 to 17 years of age who are convicted as adults in the court system. This should include all:
- a. Conviction data; and
 - b. Data of pending criminal charges before Michigan's courts as well as in other state and/or jurisdictions to the extent such data is available.

The report should indicate any limitations to access to a nationwide CORI search, specifying any states or jurisdictions, which do not permit, access to records. The Respondent should indicate to what extent it will provide assistance in clarifying and/or interpreting that criminal history information reported. In addition, the following information must be provided for all adult household members including household members 14 to 17 years of age:

- i) If they are listed on the Fugitive and terrorist alert;
- ii) Social Security Search verifying the validity of the social security number;
- iii) Aliases and address associated with the Social Security Number provided by the applicants;

- iv) Multi-State Sex Offender search as required by the Federal regulation 24 CFR 960.204 (a) (4) Persons subject to sex offender registration requirement. The PHA must establish standards that prohibit admission to the PHA's public housing program if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program. In the screening of applicants, the PHA must perform necessary criminal history background checks in the State where the housing is located and in other States where household members are known to have resided.
- 5. Submit to the DHC a consolidated report on each applicant, Head and Co-head and other adult household members, including criminal record check for household members 14 to 17 years of age as submitted by the DHC within a maximum of ten calendar days. If the requested information cannot be gathered or available as of that date, when the subsequent reports will be available, and whether additional information is necessary to process the request.
- 6. Notify the DHC of all requests for reports which are not properly presented to the Contractor and/or which reports cannot be provided because of insufficient information or lack of accurate information.
- 7. Maintain a suspended request category for all requests for reports which are not properly processed by the Contractor and/or which cannot be provided because of insufficient information or a lack of accurate information.

The Contractor shall transmit by e-mail, FAX and/or regular mail all reports and summaries directly to Detroit Housing Commission,

The Contractor will submit a comprehensive report each quarter, in a format to be agreed upon by the DHC and Contractor.